

CITY OF BURBANK

ASSISTANT CITY TREASURER

DEFINITION

Under direction, plans, organizes, and manages the activities of the Office of the City Treasurer including the collection, custody, disbursement, and investment of City funds; and to do related work as required.

ESSENTIAL FUNCTIONS

Administers and oversees all of the City's banking functions including deposits, deductions, verification of daily bank account position, processing of wire transfers, and reconciliation of bank statements; reviews, evaluates, and recommends banking services; assists negotiating banking service contracts; acts as a liaison with banking, investment, and safekeeping services; tracks City's investments; validates investment transactions and verifies documentation for compliance purposes; monitors City's portfolio to ensure investment policy compliance; assist in making cash management and investment decisions; coordinates the disbursement of City demands and paychecks with the Financial Services Department; works with the Financial Services Department to balance the General and Treasurer's Ledgers; oversees the implementation of petty cash disbursements to all departments; oversees the City's cash receipting program; directs the training of City staff in cash handling and deposit preparation; notarizes streets and sewer lien agreements, satisfaction of liens, and instruments for other departments; assists in the development and management of the department's budget; supervises the preparation of the monthly Treasurer's Portfolio Report, the Annual Statement of Investment Policy, and other financial and treasury management reports; receives and responds to customers complaints and disputes; reviews and revises office procedures, forms, and systems; supervises, trains, and evaluated employees; makes effective recommendations regarding hiring, promotions, transfers, and disciplinary actions as needed, up to and including termination; may act as the City Treasurer in his/her absence.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - modern office management, methods, procedures, equipment, and practices; standard principles, practices, and procedures of accounting, financial recordkeeping, auditing and reporting, cash management, and investments; Federal, State, and local laws, regulations, and guidelines governing the functioning and operations of the department; municipal financial systems; modern computer applications and software.
- Ability to – understand and apply a wide variety of legal requirements and departmental policies; develop and implement policies and procedures; plan and coordinate work schedules and projects; train, supervise, and evaluate the work of others; communicate effectively, both verbally and in writing; locate, classify, and interpret a variety of statistical and related information; prepare accurate financial and statistical reports; provide establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from high school and six years of increasingly responsible administrative and supervisory experience in financial or treasury accounting, including at least three years of responsible experience in receiving, accounting, financing or auditing money in a municipal organization.

License & Certificates: Valid California Class "C" Driver's License or its equivalent may be required at time of appointment.